



## United States Department of the Interior

NATIONAL PARK SERVICE -SOUTHEAST UTAH GROUP  
ARCHES AND CANYONLANDS NATIONAL PARKS  
NATURAL BRIDGES NATIONAL MONUMENT  
HOVENWEEP NATIONAL MONUMENT  
MOAB, UTAH 84532



IN REPLY REFER TO: A9031(ARCH)

Dear Permit Applicant,

Thank you for your call regarding commercial filming and photography in the Southeast Utah Group. Enclosed is a worksheet for you to provide us with the information necessary for considering your project.

***Please return the worksheet with a non refundable permit processing charge of \$100.00, payable to the National Park Service.*** This charge covers up to two hours of documented staff time for permit negotiation, preparation and processing. It is not a guarantee that you will be issued a film permit. In addition, we are required to recover additional costs for time spent beyond the first two hours at a cost recovery rate of \$50.00 per hour, assessed in fifteen minute increments. Work related to the permit requiring the use of off-duty personnel will be billed at a minimum two hour call-back rate of \$100.00. Finally, permit compliance monitoring by a park ranger is required for many filming projects. The cost for this is \$50.00 per hour.

Commercial general liability insurance is required for most projects for the following amounts: \$300,000.00 for simple still photography, \$1,000,000.00 minimum for electronic media and commercial motion photography and \$3,000,000.00 minimum for special activities (feature films, elaborate stunts, etc.). The United States Government must be named as additionally insured.

A bond may be required in the form of cash, cashier's check or similar negotiable currency. All or a portion of the bond may be retained to pay for the costs of site rehabilitation, damage to park property/resources and/or unpaid charges associated with the permit. The balance will be returned upon the completion of filming activities and payment of all outstanding bills.

If your plans include road closures within the park, arrangements for traffic control must be made with local or state law enforcement agencies. You will be billed by these agencies for officer overtime. The contact number for these agencies is (435) 259-8115.

Please allow at least two weeks for permit processing. We require that all relevant details and changes regarding permitted activities be confirmed at least seventy two (72) hours prior to the

activation of the permit. Prior to issuance of the permit we must be in possession of the following items: an original copy of your insurance certificate, the completed application, the permit processing charge and the bond. You will need to secure and sign your film permit in person prior to initiating any activity within the park.

For additional assistance with locations, local scouts and other logistical needs, you may wish to contact the Moab Film Commission at (435) 259-6388. The Canyonlands Natural History Association may be contacted at (435) 259-6003 for publications about the parks in the area.

The mailing address for this office is: Southeast Utah Group Permit Coordinator, Arches National Park, P.O. Box 907, Moab, UT 84532.

The physical address (for Fed Ex, etc.) for this office is: Southeast Utah Group Permit Coordinator, Arches National Park, Highway 191 North, Moab, UT 84532.

Please feel free to contact me at (435) 719-2223 for additional information or assistance.

Sincerely,

Andrew Fitzgerald  
Film Permit Coordinator  
Southeast Utah Group

**COMMERCIAL FILMING AND PHOTOGRAPHY IN THE SOUTHEAST UTAH GROUP  
ARCHES AND CANYONLANDS NATIONAL PARKS  
NATURAL BRIDGES NATIONAL MONUMENT  
HOVENWEEP NATIONAL MONUMENT**

*The service...shall promote and regulate the use of...national parks. Its purpose is to conserve the scenery and the natural and historic objects and the wildlife therein and to provide for the enjoyment of the same in such manner and by such means as will leave them unimpaired for the enjoyment of future generations.□ (16 United States Code 1)*

It is the policy of the National Park Service (NPS) to allow filming and photography consistent with the protection and public enjoyment of park resources. Therefore, the primary consideration in the evaluation of permit requests in the Southeast Utah Group (SEUG) is the potential for resource damage and the disruption of normal public use. The following related guidelines are established by the SEUG Superintendent.

Permits are not generally required for:

- Visitors engaged in filming/photography intended for their personal use and enjoyment
- The filming of a breaking news event by news crews
- Filming conducted pursuant to a cooperative agreement or contract with the National Park Service

A request for a filming or photography permit may be denied if:

- The requested activity represents a potential for an adverse impact on the parks natural, cultural, wilderness or recreational resources or the visitor experience, or poses health or safety risks
- The requirements for supervising the project exceed the staffing capacity of the affected park
- The applicant fails to obtain insurance/bonding, or to agree to pay assessed cost recovery
- The request includes entry into areas closed to the visiting public or activities not permitted to the average park visitor

If the permit request is approved, restrictions and conditions will be stipulated in the permit. Permit activities may be restricted according to seasonal conditions and visitation levels. At least one NPS employee may be assigned to supervise some activities. The permittee will be billed for such monitoring costs.

Most permit requests can be processed within two weeks. Those requests involving multiple locations, complex logistics, coordination with visitor activities or environmental or cultural resource evaluation may require additional processing time.

All costs of evaluating the request will be billed to the applicant, regardless of whether or not a permit is issued. In compliance with the requirements of the Debt Collection Improvement Act of 1996, the applicant must submit his or her Social Security number or Federal Tax ID number when completing the permit application.

For more detailed information about commercial filming and photography permits in the Southeast Utah Group, please contact the Film Permit Coordinator at (435) 719-2223.

**UNITED STATES DEPARTMENT OF THE INTERIOR  
NATIONAL PARK SERVICE  
Southeast Utah Group  
Arches and Canyonlands National Parks and  
Hovenweep and Natural Bridges National Monuments  
Application for Photography/Filming Permit - Long Form**

Date \_\_\_\_\_

1<sup>st</sup> Unit \_\_\_\_\_  
2<sup>nd</sup> Unit \_\_\_\_\_

**GENERAL INFORMATION**

Company Name  
Address  
City/State/Zip  
Phone #  
FAX #  
Producer  
Insurance Co.  
Federal Tax No. or Social Security No.

Applicant/Agent  
Address  
City/State/Zip  
Phone #  
Beeper #  
Photographer/Director  
Name of Project/Client:

**Type of Project:**

☐ Stills, editorial   ☐ Stills, advertising   ☐ stills, other   ☐ stock video/photo  
☐ Feature Film /TV Movie   ☐ TV Series/Pilot   ☐ Documentary/Travelogue   ☐ Commercial  
☐ Music Video   ☐ Public Service Announcement   ☐ Infomercial   ☐ Industrial  
☐ Other, explain \_\_\_\_\_

Sound ☐ Yes   ☐ No

**Summary of scene(s)**

**SITE INFORMATION:**

Total number of days on site: \_\_\_\_\_ Shoot \_\_\_\_\_ Prep \_\_\_\_\_ Strike \_\_\_\_\_ Hold \_\_\_\_\_  
Night work : ☐ No   ☐ Yes, explain \_\_\_\_\_

**SHOOTING SCHEDULE BY LOCATION:**

DATE	LOCATION	Start Time	End Time	FILM	PREP	STRIKE
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

☐ Exteriors

☐ Interior: Building name \_\_\_\_\_ ☐ Other, explain \_\_\_\_\_

Set dressing or other structures proposed: ☐ No   ☐ Yes, explain \_\_\_\_\_

**To request set construction, off-road activity, trail use, or interior use of building, attach detailed information including proposed Site Plan.**

Electrical needs, explain \_\_\_\_\_ Generator: ☐ No ☐ Yes, size \_\_\_\_\_ Lighting: ☐ None ☐

Reflectors only ☐ Yes (explain)

Road: \_\_\_\_\_ Date/time: \_\_\_\_\_ ☐ Closure requested

☐ Running shots ☐ Driving shots ☐ Drive-bys ☐ Tow shots ☐ Drive-ups & Away ☐ Wet down road

☐ Camera/Equipment on Road Shoulder ☐ Camera/Equipment on median ☐ Other (explain)

### **OPERATIONAL INFORMATION:**

Number of Personnel and Vehicles:

Total Cast & Crew \_\_\_\_\_ Personal Cars \_\_\_\_\_ Large Trucks \_\_\_\_\_ Other Trucks \_\_\_\_\_ Vans

Camera Car \_\_\_\_\_ Picture Cars \_\_\_\_\_ Motor homes \_\_\_\_\_ Dressing Rooms

Other Vehicles (explain)

Base Camp location

Catering Co. Name \_\_\_\_\_ Phone # \_\_\_\_\_

### **SPECIAL ACTIVITIES:**

Children: ☐ None ☐ Yes # of Children \_\_\_\_\_ Age Range \_\_\_\_\_

Animals: ☐ None ☐ Yes (explain)

Trainer Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Aircraft: ☐ No ☐ Yes (explain)

Special Effects: (identify)

Effects Technician Name: \_\_\_\_\_ Phone # \_\_\_\_\_

License # (if applicable) \_\_\_\_\_ Permit # (if applicable) \_\_\_\_\_

Stunts: (explain)

Coordinator \_\_\_\_\_ Phone # \_\_\_\_\_

Any other unusual or hazardous activities, explain

Attach pages to provide additional information for permit consideration.

Person on location responsible for company's adherence to all terms & conditions of Film Permit:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Person on location responsible for coordinating activities with the NPS:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Person at the company office to contact for follow up information and billing:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

I hereby state that the above information given is complete and correct, and that no false or misleading information or false statements have been given. All estimates are reliable to the best of my knowledge and I have the full authority to represent the applicant/production company and the project described above.

**Signature** \_\_\_\_\_ **Title** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Company Name**

Information provided will be used to determine whether a permit will be issued. Completed application must be accompanied by an application fee in the form of a cashiers check or money order in the amount of \$100.00 made payable to **National Park Service**. Application and administrative charges are non-refundable. Send this information to:

***Permit Coordinator  
National Park Service  
Mailing Address: P.O. Box 907, Moab, Utah 84532  
(Physical Address: Arches National Park, Highway 191 North, Moab, Utah 84532)  
Phone: (435) 719-2223  
FAX: (435) 719-2310,  
Email: Andrew\_P\_Fitzgerald@NPS.GOV .***

**Note** that this is an application only, and does not serve as permission to conduct a filming project or any other use of the park. If your request is approved, a permit containing applicable conditions and regulations will be sent to the person designated on the application. The permit must be signed and returned to the park prior to the event.

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*The above application form is provided with the understanding that parks will insert appropriate park names and addresses as desired. In addition, parks are encouraged to request (under separate sheets) any additional information needed to address specific park needs.*

**Paperwork Reduction Act Statement:** This information is being collected to allow the park manager to make a value judgment on whether or not to allow the requested use. All the applicable parts of the form must be completed.

**Estimated Burden Statement:** Public reporting burden for this form is estimated to average 60 minutes per response including the time it takes to read, review instructions and complete the form. Direct comments regarding this burden estimate or any aspects of this form to the National Park Service Program Manager, Special Park Uses, Ranger Activities Division, 1849 C Street, NW., Washington, D.C. 20240 and to the Information Collection Clearance Officer, Washington Administrative Program Center, 1849 C Street NW., Washington, D.C. 20240. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number.

